

CITY OF BEAVERTON

Public Works Lead

General Summary

Serve as crew lead responsible for managing small or routine projects. Plan, assign and review crew work. Perform a full range of construction, installation, maintenance and repair duties related to the City's utilities and street systems including the operation of heavy equipment. Perform administrative duties to assist with efficient and effective flow of work within section.

Key Distinguishing Duties

Coordinate small or routine projects, plan daily work assignments and conduct performance discussions. May develop performance appraisals for assigned employees.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Assign, schedule and review staff work. Provide coaching to employees and write performance evaluations. Participate in the selection process.
2. Act as primary person in coordinating projects. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met and sound environmental practices are followed.
3. Serve as a member of the section leadership team. Evaluate performance and program effectiveness and recommend action for improvement as necessary. Prepare reports. Provide input into the five-year plan. Assist in the preparation and monitoring of the section budget.
4. Coordinate work activities with staff, internal and external customers, contractors, vendors and the general public. Develop contract specifications for bid requests.
5. Assist in the review of new construction plans. Inspect new construction and capital projects. Communicate with engineering, planning and project lead. Develop and write walk-through inspection reports for new construction.
6. Participate in construction bid process and serve as contract administrator. Provide project overview for conformance to contract specifications. Authorize payments to contractors and consultants.
7. Manage the excavation site. Take daily notes or assign competent person. Protect existing utilities and order shoring. Ensure proper excavation and trench shoring practices.

8. Perform work of crewmembers. Operate small tools and heavy equipment. Ensure equipment is properly maintained
9. Identify and update mapping information. Monitor and maintain computer maintenance management system. Review record keeping and documentation to ensure compliance with local, state and federal agencies, laws, codes, ordinances and regulations.
10. Assist in ordering needed materials. Complete paperwork and records. Follow up on incorrect or non-received purchases.
11. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
12. Produce an acceptable quantity and quality of work that is completed within established timelines.
13. Model and coach employees on excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
14. Represent the section and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Provide leadership in emergency situations. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
15. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
16. Participate in the City Emergency Management program including classes, training sessions and emergency events.
17. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
18. Follow standards as outlines in the Employee Handbook.
19. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Respond to citizen inquires and requests.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Advanced knowledge of safety practices and procedures for assigned area including confined space entry, flagging, shoring underground excavations, the handling of hazardous chemicals and street/bridge maintenance.
- ◆ Advanced knowledge of practices and principles of installation, construction, repair and maintenance for assigned area.
- ◆ Working knowledge of the federal, state, and local standards, codes, ordinances, laws and regulations governing civil engineering, public works engineering, construction and inspection projects.
- ◆ Working knowledge of practices and principles of civil engineering.
- ◆ Working knowledge of engineering design practices.
- ◆ Working knowledge of computer aided design and drafting programs.
- ◆ Working knowledge of issues and trends in the construction industry.
- ◆ Basic knowledge of project budgeting.
- ◆ Basic knowledge of project management techniques.
- ◆ Basic knowledge of managing consultant and construction contracts.
- ◆ Depending upon assigned area the following is required:
 - Expert knowledge of pipe types and structure materials.
 - Expert knowledge of asphalt and concrete paving, patching and compaction techniques.
 - Expert knowledge of types of bitumens, asphalt and concrete and proper application procedures.
 - Expert knowledge of proper raking and rolling of asphalt and concrete finishing.
 - Advanced knowledge of underground utilities.
- ◆ Advanced knowledge of general construction techniques.
- ◆ Working knowledge of practices and principles of public/business administration and decision making related to area of assignment.
- ◆ Basic knowledge of human resources management practices.
- ◆ Basic understanding of strategic planning methods with an emphasis on services related to area of assignment.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Advanced ability to use tools, small equipment and heavy equipment used in operations, installation, construction repair and maintenance for assigned area.
- ◆ Expert ability to read equipment manuals, maps and engineering blueprints.
- ◆ Depending upon assigned area the following is required:
 - Expert ability to read grades and compute material requirements.
 - Expert ability to compute yardage/tonnage.
 - Advanced ability to evaluate street repair and maintenance needs.
- ◆ Advanced ability to maintain accurate records.
- ◆ Advanced ability to perform engineering computations.
- ◆ Advanced ability to apply and interpret codes and ordinances.
- ◆ Advanced ability to read engineering plans and specifications.
- ◆ Ability to manage consultant and construction contracts.
- ◆ Strong ability to productively participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Skill in conceptual analysis and policy/program development and implementation.
- ◆ Ability to develop budget input and resource estimates.

- ◆ Strong ability to productively lead and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Strong ability to effectively lead a staff including training, coaching, scheduling and reviewing work.
- ◆ Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to apply and to coach employees on excellent internal and external customer service skills.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to make presentations and develop reports that may include technical information.
- ◆ Ability to use word processing, spreadsheet programs or other application software as required for position.
- ◆ Ability to use general office equipment.

Minimum Qualifications Required for Entry

High School diploma or GED and 5 years of experience in the operations, installation, construction, repair and maintenance in assigned area, with 1 year operating heavy equipment used in this field and 1 year experience in a lead role, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ Commercial Driver's License-A or B with air brake and tank endorsements required.
- ◆ Traffic Flagger training required within three months of employment.
- ◆ Depending upon assigned area the following is required/desired as indicated:
 - Department of Environmental Quality Class II Wastewater Collection Certificate desirable.
 - Some employees in this classification may be required to have OSHA Competent Person Certification.
- ◆ Some positions in this classification are required to possess First Aid and CPR certification.
- ◆ Ability to pass City physical exam.

Working Conditions

Weekly focus on computer screen; constant precise control of fingers and hand movements; daily standing for prolonged periods; daily lifting, moving and carrying objects between 20 – 50 pounds and frequent lifting, moving and carrying objects between 50 – 100 pounds; constant stooping, bending, turning, twisting, crouching, reaching, crawling, kneeling, climbing or balancing; daily confined without freedom to move around; frequent work in all weather conditions and around traffic; regular exposure to equipment with crushing potential, hazardous chemicals, vibration, fumes and high noise levels; occasional exposure to disease; daily wearing of protective gear; occasional exposure to electrical current; occasional dealing with distraught or difficult individuals; occasional response to emergency conditions off-hours; occasional attendance at meetings or activities outside of normal working hours; daily operation of a motor vehicle on public roads.

Classification History

As of 10/97: Utility Worker III

Revised: 1/98

New class specification title 1/98: Collection Systems Lead, Street Systems Lead

New class specification title 3/03: Operations Lead

Revised: 3/05

New class specification title 1/1/09: Public Works Lead

Revised: 1/1/09

Status: SEIU

FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date